

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

79-1094

79-0111

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Position and
Personnel Ceiling

REFERENCE : Memo for DDCI fr D/Pers dtd 20 Apr 78, subj:
Need for a Cross-Cutting Management Tool
to Monitor Agency-Wide Personnel Practices
and Procedures

Jack:

You will recall that the five positions for the Personnel Management Evaluation Staff in the Office of Personnel were approved by the DDCI "on assumption staff increases will be absorbed by DDA". As required by the DDCI we have established the PMES; have assigned the Chief and two Personnel Evaluation Officers; are actively recruiting for the other two staffers and have begun to implement the program. In order to undertake the above actions you agreed that the Office of Personnel could exceed its personnel ceiling until arrangements were made to formally transfer five ceiling allowances to the Office of Personnel. In addition, and prior to the PMES agreement, you authorized the Office of Personnel to exceed its ceiling by an additional five experienced Position Classification Officers (to be externally recruited) to provide the necessary staff to meet PMCD requirements.

We believe it appropriate at this time to reaffirm that during FY 79 five ceiling positions will be transferred to the Office of Personnel for the PMES and that we may continue to carry five employees in PMCD in excess of the Office of Personnel position ceiling until such time as the ceiling is further adjusted to provide for the personnel necessary to effectively perform the classification and function.

F. W. M. Janney

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: F. W. M. Janney
Director of Personnel
5B-58 Hqs.

EXTENSION

NO.

DDA 79-0111

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer to the
DDA
7D-18 Hqs.3. Associate Deputy Director
for Administration
7D-18 Hqs.5. Deputy Director for
Administration
7D-18 Hqs.

DD/Perat

D/Personnel

DD/Perat P & C

10.

11.

12.

13.

1. "To 7
"Fred
"The facts as recited in your memorandum are
correct. /s/Jack Blake"

FORM 3-62

610

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